



# County of Monterey Internship Program



County of Monterey  
**HUMAN RESOURCES DEPARTMENT**  
*The Right Career, Right Here*



# Internship Program Purpose

- To provide Hartnell interns with entry level professional career opportunities
- To promote the County of Monterey as an employer
- To strengthen partnership with Hartnell College

Internship  
Website



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# County of Monterey

Largest Employer in the County

The County provides services to approximately 450,000 residence, stakeholders, and visitors

Over 800 Job Classifications

25 Departments

Over 71 County facilities between Lake Nacimiento and Pajaro



## Administration & Finance

- Auditor-Controller
- Human Resources
- Administrative Office
- Clerk of the Board
- Treasurer-Tax Collector
- Assessor-County Clerk-Recorder

## Law Enforcement and Legal Services

- District Attorney
- Probation
- Sheriff-Coroner
- Public Defender
- County Counsel
- Emergency Communications/911

## Infrastructure

- Information Technology
- Agricultural Commissioner
- Cooperative Extension
- Elections
- Library
- Public Works, Facilities, & Parks
- Housing and Community Development

## Health and Human Services

- Health Department
- Natividad Medical Center
- Child Support Services
- Civil Rights Office
- Social Services







# Internship Program Benefits

- Flexible schedule
- Gain valuable work experience/networking opportunities
- Working with County professionals
- Training provided/ability to develop skills not offered at college
- Build up your resume
- Remote opportunities

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# Are County of Monterey Internships Paid or Unpaid?

Internships can be paid or unpaid depending on the nature of the project and available department resources.

As of 2020 to present	
Total Paid Internships	Total Unpaid Internships
<b>83</b>	<b>21</b>





# INTERNSHIPS DRIVE EMPLOYMENT

## 58% of interns receive at least 1 job offer

*Source: National Association of Colleges and Employers Class of 2019 Student Survey*  
[www.naceweb.org](http://www.naceweb.org)



# Internship Program



County of Monterey

# INTERNSHIP PROGRAM

BUILD - CONNECT - GROW



HOME

INTERN OPPORTUNITIES  
AND RESOURCES

FREQUENTLY ASKED  
QUESTIONS

CONTACT US



# MATTHEW HUANG

STUDENT INTERN FOR HUMAN RESOURCES

PLAY VIDEO



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# Current Internship Opportunities

## AVAILABLE OPPORTUNITIES


INTERNSHIP	TYPE	APPLICATION DEADLINE	PAID / UNPAID
<a href="#">Auditor Controller - Accounting Intern</a>	Intern	Open Until Filled	\$16 hourly
<a href="#">Elections Outreach - Social Media Internship</a>	Intern	Open Until Filled	\$ 16 per hour
<a href="#">Health- Children's Behavioral Health Doctoral Level Psychology Internship</a>	Intern	Open Until Filled	Unpaid & Stipend
<a href="#">Health Department - Behavioral Health: PSW Internship (MSW, MFT &amp; PCC)</a>	Intern	Open Until Filled	Unpaid
<a href="#">Human Resources - Employee Engagement Internship</a>	Intern	Open Until Filled	Unpaid
<a href="#">Internship Inquiry Application</a>	Intern	Open Until Filled	N/A
<a href="#">Library - Homework Center Coordinator</a>	Intern	Open Until Filled	Unpaid
<a href="#">Public Health - Teen Pregnancy Prevention Program Intern</a>	Intern	Open Until Filled	\$15 hourly
<a href="#">Public Health - Youth Violence Prevention Program</a>	Intern	Open Until Filled	21.78 hourly
<a href="#">Sheriff-Coroner - Forensic Autopsy Technician Intern</a>	Intern	Open Until Filled	Unpaid

Note: If you do not see an internship opportunity that matches your educational interests, please [CLICK HERE](#) to fill out and submit an Internship Inquiry Form.



# Internship Inquiry Sample

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Personal Information

Desired Department(s)

Supplemental Questions

Agree & Submit

As an intern, please provide an overview of type of project / internship experience that you are looking for: \*

What skills and / or knowledge would you like to gain during the requested internship? \*


Please indicate the start and end date you are requesting an internship:

Start Date

End Date

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 Save Progress



# Customized Internship examples

## Approved

As an intern, please provide an overview of type of project / internship experience that you are looking for:

**As a recent college graduate, I am eager to utilize my statistics degree by contributing to data analysis projects relating to community demographics, health, social services, or elections. Such duties might include data entry, cleaning and analysis, and preparing reports on findings.**

What skills and / or knowledge would you like to gain during the requested internship?

**As an intern, I would like to gain work experience relevant to my degree and acquire data entry, querying, and database maintenance skills.**

## Needs refinement

As an intern, please provide an overview of type of project / internship experience that you are looking for:

**- Exposure to different career fields. - Looking for a mentor to guide me in their field of expertise**

What skills and / or knowledge would you like to gain during the requested internship?

**In this requested internship, I am looking for professional skills that I will be able to apply to my future endeavors.**





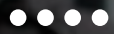
## Next Steps:

- 1. Attend the 2:00 pm workshop – We will review the application for an Internship opportunity/Internship Inquiry. We will also highlight the resume guide and the cover letter document.*
- 2. Attend the 2:30 pm workshop to learn more about the interview and the onboarding process.*

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# THANK YOU



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[Internship Website](#)